

Job Title:	Parts Technician (Fleet)
Job Description Number:	7135
Department/Division:	Public Works/Fleet
Exemption Status:	Non-Exempt
Pay Grade:	205
Immediate Supervisor:	Parts Supervisor
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Provide support to service technicians and parts supervisor. Also provide backup to service writer. Order parts, research of parts, and machinery. Create purchase orders, help with inventory control, keep track of parts orders, ship and receipt of parts. Update fuel master system, track fuel consumption of all city vehicles, enter fuel usage in computer, order fuel for city, track fuel reports, enter new employees for fuel use, make fuel keys for all employees, and charge out parts on a daily basis on work orders when technicians use parts. Pick up ordered parts, help deliver/pick up vehicles that are sent out to dealer for repairs, help create work orders for service, track pm's on city vehicles, create work orders for technicians.

Essential Functions:

Order Parts (60%): Research parts for vehicles, order parts needed for repairs, create PO for ordered part, check with three vendors to get price comparisons, track PO for accurate delivery, code bills/invoices when parts comes in, deliver part to technician when part arrives. Act as a purchasing agent for the Fleet and Safety Services Division under the supervision of the Parts Supervisor. Research and purchase parts for the specialized City vehicle systems. These include engines, transmissions, wheelchair lifts, pumps, vacuum systems, and electrical components. Research nationwide for vendors that can supply parts that are not readily available, seek parts for like-item replacement, determine parts price and serviceability, obtain bids and orders parts. Secure parts that are needed immediately to lessen vehicle downtime. Work with vendors to have parts and supplies delivered in a timely manner. Comply with City purchasing regulations. Research the cost of services by an outside vendor. Receive deliveries; verify invoices for price, quantity, and condition of ordered items; monitor backordered supplies, damaged parts, and parts on warranty for like-item replacement. Record deliveries into the computerized inventory control system. Act as the back-up for the Parts Supervisor.

Maintain Fuel Inventory (15%): Download fuel usage by all city employees/vehicles. Assure that mileage reports downloaded from the Fuel Master are accurate. Correct data entered incorrectly by employees at fuel pumps, create end of month reports for parts supervisor, make fuel keys for new vehicles/employees, troubleshoot key problems for all city employees, track fuel use for errors for high/low usage, order and track fuel, validate DHEC operator log monthly. Process and ship oil samples for analysis; prepare information sheet to accompany each sample. Analyze the fuel dispensing reports for improper entry/dispensing or theft of fuel.

Inventory Control (10%): Help parts supervisor with inventory control, research inventory for discrepancies, correct discrepancies once found, document all corrected discrepancies, help with end of month/year reports with parts supervisor, and maintain veeder root for fuel inventory levels. Analyze fuel and lubricant inventories, solicit quotes, and determine best source of products. Enter requisitions and purchase orders for fuel and lubricants in the RTA Fleet Management system. Maintain an accurate inventory of fuel and lubricants through the use of the Fuel Master, RTA Fuel Module, and Veeder Root tank inventory systems. Assure an adequate supply of fuel is always maintained by researching alternate means of acquiring fuel in the event of a disruption of the normal fuel distribution system. Assure that fueling system is operational; perform preventative maintenance and minor repair on the system and contract with vendors to repair the system. Assure the protection of the environment by monitoring the several sensors and warning reports available in the Veeder Root system.

Provide Clerical Support (10%): Create work orders for technicians as needed, order parts, communicate with employees on work to be done on work order, answer phones, communicate with drivers on work being completed, copy/fax for technicians when needed. Act as back-up to the Services Writer by opening repair work orders; perform computer data entry of installed parts, labor hours spent, mileage, and other information to close out work orders in the computer control system. Post vehicle maintenance inspection schedule; prepare and post inspection data. Prepare and maintain statistical report for daily and monthly usage of fuel, mileage, oil, tire location, inventory, parts inventory balances, etc. Transport mechanics for pick-up or delivery of damaged or repaired vehicles.

Sell Vehicles on Govdeals (3%): Receive vehicles, City equipment, and police confiscated items for sale on Govdeals or similar online auction services. Submit request for titles at City Hall, complete title paperwork, fill out bill of sale for highway department, fill out bill of sale to buyer, list all vehicles to be sold on Govdeals with proper description and pictures, answer emails and phone calls from the public with any questions. Prepare the items for sale, determine the minimum bid, and enter the description into the online service. Monitor the bidding and assure auction rules are followed. Coordinate sale and pick-up of sold items. Work with the Operations Assistant to secure titles for sold vehicles.

Parts Delivery (2%): Pick up parts as needed, distribute parts to technicians once picked up, and create/close invoices and PO's for parts.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

Physical Demands: Continuously requires walking, reaching, handling, vision, and hearing. Frequently requires standing, lifting, carrying, sitting, pushing/pulling, bending, crouching, and twisting. Occasionally requires kneeling and talking.

Machines, Tools, Equipment, and Work Aids: Telephone, veeder root, calculator, fax machine, and fuel master key encoder.

Computer Equipment and Software: Two computers, printers, and Fuel Master software.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Weekly exposure to noise and vibration. Seasonal exposure to extreme temperature, wetness and/or humidity, and respiratory hazards.

Health and Safety: Rare exposure to mechanical hazards, chemical hazards, electrical hazards, and fire hazards.

Primary Work Location: Office Environment and Warehouse.

Protective Equipment Required: None.

Non-Physical Demands

Frequently requires frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires time pressures, emergency situations, and noisy/distracting environment. Rarely requires irregular schedule/overtime.

Job Requirements

Formal Education: High school diploma plus six months to one year of advanced study or training is required.

Experience: Under and including one year of experience in inventory control, accounting, automotive parts, computer, and receiving or related experience is required.

Driver's License Required: A valid Class B South Carolina Commercial Beginner's permit is required. Once is classification, employee must obtain corresponding Class B CDL within 4 months.

Certifications and Other Requirements: DHEC Training.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas. Work

has a moderate impact on the organization. External contacts include OSHA and DHEC auditors. Internal contacts include all City departments.

Management and Supervision: Job has no responsibility for the direction or supervision of others.

Technical Skill: Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

Freedom to Act and Impact of Action

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.